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USAID | TIMOR-LESTE

The U.S. Agency for International Development (USAID) is recruiting a skilled Financial Management Specialist to help evaluate and monitor its many important development projects in Timor-Leste (with a value of more than \$40 million in FY2010). The Financial Analyst plays a vital role at USAID, advising on budgets, monitoring spending, evaluating risks and opportunities, and ensuring that activities meet strict USAID accounting standards and international practices.

Position: Re-Advertise **Financial Analyst (FA), FSN-10**

(If the successful applicant does not meet the full requirements of the position; the position will be filled below the full performance grade at a trainee level)

BASIC FUNCTION OF POSITION:

This position is located within the Executive Office of USAID/Timor-Leste. Under the guidance of the regional controller and the supervision of the Executive Officer, the incumbent serves as the financial management expert of USAID/Timor-Leste. Incumbent provides advice on financial feasibility, adequacy of budgets, alternative sources of financing, total costs over life of project and project financial reporting requirements of individual activities. Conducts pre-award surveys and limited financial reviews of partner organizations' accounting and administrative systems to ensure conformity with generally accepted accounting principles and USAID requirements. Manages the audit program for local implementing partners and monitors follow up and resolution of audit recommendations. The incumbent evaluates risk of operational procedures and performs more intensive reviews based on the level of risk; makes recommendations for the improvement of procedures. Prepares quarterly financial status reports by implementing instrument for each portfolio and other ad hoc financial reports for the technical teams. Develops forecasting criteria and analyzes expected staffing level changes, procurement requirements and cost/expenditure trends. Provides guidance and interpretation on appropriate funding source for administrative expenses, and assures compliance with legal and regulatory provisions and limitations. Alerts the Mission management to problems, trends, and needed changes to budget allowance levels.

Qualifications:

NOTES: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. For AEFMs, EFMs and MOHs please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

- (1) Possession of a recognized university graduate degree in Business Administration, Accounting, or another appropriate subject is required.
- (2) A minimum of 5 years of progressively responsible experience in auditing, accounting, or financial management is required.
- (3) Demonstrated written and spoken fluency in English (level IV) and Tetum required.

WHO MAY APPLY: Local nationals or anyone with the required permits and documentation to legally seek employment in Timor-Leste.

HOW TO APPLY: Complete the Embassy's Universal Application for Employment (DS-174) which is available at the U.S. Embassy Rua Praia dos Coqueiros, Dili, Timor-Leste. Applicants may also attach a resume or CV. Letter of application and Completed application form should be submitted by close of business **October 07, 2011**.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Recruitment
American Embassy, Rua Praia dos Coqueiros, Dili, Timor-Leste
E-mail: dilimanagement@state.gov
Fax: +670-3313206

DO NOT ATTACH PHOTO only short listed candidates will be contacted. No phone inquiries please.